	<b>Request for Quotation</b>		<b>Arizona State Retirement System</b>  14 <sup>th</sup> Floor  3300 N. Central  Phoenix, AZ 85012	
	SOLICITATION NO.: RT05-002			PAGE 1
	DUE DATE: October 22, 2004	AT 3:00 P.M. MST		OF 11

### PRICE SHEET

THE TERMS AND CONDITIONS INCLUDED WITH THIS FORM SHOULD BE REVIEWED AND UNDERSTOOD BEFORE PREPARING A QUOTATION. RETURN THE QUOTATION BY THE ABOVE TIME AND DATE TO THE ADDRESS BELOW.

<b>DELIVERY LOCATION:</b>  Arizona State Retirement System  3300 N. Central Ave., 14 <sup>th</sup> Floor  Phoenix, AZ 85012  <b>AGENCY CONTACT: Shireen Boone</b>  Email Address: ShireenB@asrs.state.az.us	<b>VENDOR:</b>          <b>VENDOR CONTACT:</b>  TELEPHONE:                      and FAX NO.:
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### VENDOR QUOTATION

LINE NO.	SERVICE DESCRIPTION	QUANTITY	U/M	UNIT PRICE (Each)	EXTENDED PRICE (for 500)
1	Printing of Comprehensive Annual Financial Report (CAFR) - as stated in the Special Terms and Conditions, and the Specifications of this contract.	500	Each		
2	Other (Optional)				

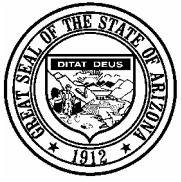
**PLEASE NOTE** - If this document is downloaded from the State Procurement Office (SPO) website <http://sporas.ad.state.az.us/Solicitations/Catal.asp> or from <http://www.asrs.state.az.us/web/OpenSolicitations.do> which is the ASRS website, it is the responsibility of all interested in responding to this solicitation, to verify the issuance of an amendment prior to the RFQ closing date. Amendments may be posted at either of the websites listed above, however it is recommended that all interested in responding to this solicitation should email Shireen Boone at [ShireenB@asrs.state.az.us](mailto:ShireenB@asrs.state.az.us) requesting to be added to the respondents list for this solicitation. In the event an amendment is issued, it will be emailed to each respondent on that list.

### THIS SECTION MUST BE COMPLETED BY VENDOR

If payment is made within \_\_\_\_\_ calendar days after acceptance of goods and/or services, the above quoted price, excluding sales tax, shall be discounted by \_\_\_\_\_%.

Guaranteed delivery to Arizona State Retirement System (ASRS) within \_\_\_\_\_ days after receipt of approved proof from ASRS.

_____ <b>Signature</b>	_____ <b>Date</b>	_____ <b>Name and Title</b>
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The bidder certifies that the above referenced organization \_\_\_\_\_ is/ \_\_\_\_\_ is not a small business with less than 100 employees or has gross revenues of \$4 million or less.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date


The bidder certifies that the above referenced organization \_\_\_\_\_ is/ \_\_\_\_\_ is not a ☐ Minority and/or ☐ Women based business as in accordance with Executive Order 2000-4 issued by Governor Hull and 2003-9 issued by Governor Napolitano.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Original signed offers must be in the actual possession of the Arizona State Retirement System, Procurement Department, 3300 N. Central Ave., Phoenix, AZ 85012 on or prior to the time and date and at the location indicated above. Late offers will not be considered except as provided by the Arizona Procurement Code.

Offers must be submitted in a sealed envelope or package with the Solicitation number and the offeror's name and address clearly indicated on the envelope or package. All offers must be completed in ink or typewritten.

	<h1>Instructions for Quotations</h1>		<b>Arizona State Retirement System</b>  14 <sup>th</sup> Floor  3300 N. Central  Phoenix, AZ 85012
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**1. PREPARATION OF QUOTATION:**

- a. Erasures, interlineations or other modifications in the quotation shall be initialed in original ink by the authorized person signing the Vendor Offer.
- b. In case of error in the extension of prices in the quotation, unit price shall govern. No quotation shall be altered, amended or withdrawn after the specified quotation due time and date.
- c. Periods of time, stated as a number of days, shall be calendar days.
- d. It is the responsibility of all Offerors to examine the entire Request For Quotation package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a quotation.

**2. INQUIRIES:** Any question related to a Request For Quotation shall be directed to the Procurement Specialist whose name appears on the front. The offeror shall not contact or ask questions of the department for which the requirement is being procured. Questions should be submitted in writing when time permits. Any correspondence related to a solicitation should refer to the appropriate solicitation number, page and paragraph number.

**3. WITHDRAWAL OF QUOTATION:** At any time prior to a specified solicitation due time and date a Bidder (or designated representative) may withdraw the Quotation. Facsimiles, telegraphic or mailgram withdrawals shall be considered.

**4. OPENING:** This is an informal quotation which will not be read at a public opening; however, the information may be publicly reviewed after an award.

**5. PRICING:** Price contained herein shall be firm for the specified equipment and/or service and shall include: Shipping FOB Destination, and includes insurance, and all other incidental cost. List any optional items separately on the quote in addition to the price.


**6. DEFINITION OF UNIT OF MEASURE:** For the purpose of definition and clarification for this Contract, the following codes have been established to abbreviate standard units of measure of line items contained herein:

<u>CODES</u>	<u>U/M DEFINITION</u>
Mx	Thousand
Ea	Each

**7. PAYMENT:** In accordance with Arizona Revised Statute § 35-342, any agency which purchases or procures goods and services from a nongovernmental entity on account shall pay the account in full within thirty days after receipt of goods or services and correct notice of amount due in writing to the agency or shall pay interest on the outstanding balance at the rate of ten per cent per annum (as prescribed in § 44-1201) until the account is paid in full, unless a good faith dispute exists as to the agency's obligation to pay all or a portion of the account.

**7. DISCOUNTS:** Payment discount periods shall be computed from the date of receipt of material/service or correct invoice, whichever is later, to the date the State's warrant is mailed. Unless freight and other charges are itemized, any discount provided shall be taken on full amount of invoice. Payment discounts of thirty (30) calendar days or more shall be deducted from the quotation price in determining the low quotation. The State shall be entitled to take advantage of any payment discount offered by the Vendor provided payment is made within the discount period.

**8. TAXES:** The State will pay any applicable State of Arizona transaction privilege tax and any other applicable state or local taxes on the services rendered or products supplied. No payment shall be made for any personal property taxes levied on vendor or any taxes levied on employee's wages. Applicable taxes shall be shown separately on any invoice and such sums shall be due and payable to vendor upon delivery. If claiming a tax exemption, State will provide vendor with valid tax exemption certificates.

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**9. AWARD OF CONTRACT:**

- a. Unless the Bidder states otherwise, or unless otherwise provided within the Request For Quotation, the State reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the State.
- b. Notwithstanding any other provision of the Request For Quotation, the State reserves the right to:
  - (1) Waive any immaterial defect or informality; or
  - (2) Reject any or all quotations, or portions thereof; or
  - (3) Reissue a Request For Quotation.
- c. A response to a Request For Quotation is an offer to contract with the State based upon the terms, conditions and specifications contained in the State's Request For Quotation. Quotations do not become contracts unless and until an authorized procurement officer accepts them. A contract has its inception in the award document, eliminating a formal signing of a separate contract. For that reason, all of the Terms and Conditions of the procurement contract are contained in the Request For Quotation, unless any of the Terms and Conditions are modified by a contract amendment (SPO Form 217), or by mutually agreed Terms and Conditions in the contract documents.

**10. BRAND NAME OR EQUAL:** Any manufacturer's names, trade names, brand name or catalog designations used in the specifications are for the purpose of describing and establishing the general quality level, design and performance desired. Such references are not intended to limit or restrict bidding by other vendors but are intended to approximate the quality design or performance which is desired. Any quotation, which proposes like quality, design or performance, will be considered. If the description of your offer differs in any way, you must give complete detailed description of your quotation including pictures and literature where applicable. Unless a specific exception is made, the assumption will be that the bid will be exactly as specified on the Request For Quotation.

**11. COST OF QUOTATION PREPARATION:** The State shall not reimburse the cost of developing, presenting or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.

**12. PUBLIC RECORD:** All quotations submitted in response to this Request For Quotation shall become the property of the State and shall become a matter of Public Record available for review, subsequent to the award notification, as provided for by the Arizona Procurement Code.

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**Billing**

All billing notices shall include purchase order number and be directed to the accounts payable department at the address listed on the purchase order.

**Conflicts of Interest**

The offeror shall list in its offer all potential, actual, apparent or real conflicts of interest it may or does have in providing the ASRS with commodities, services, software, maintenance and training. If the offeror is in doubt over what may constitute conflict of interest, the offeror shall ask the ASRS for clarification and instructions.

**Quotation Submittal Requirements:**

The offeror should submit the information below:

Price quote. Offeror should submit a price for all services, materials, equipment, licenses, manuals, training, and any optional items offered.

Descriptive Literature. Offers should include complete and concise version of the firm's descriptive literature regarding the product it proposes to furnish. Literature shall be sufficient in detail in order to allow full and fair evaluation of the offer submitted; however, voluminous submittals are discouraged. Failure to include descriptive information about the firm and product may result in a negative evaluation of the offer.

Small Business

In accordance with ARS 41-2535 and AAC R2-7-335 purchases between \$1,000 and \$50,000 are restricted to small businesses when practical. A small business is one that, including its affiliates, is independently owned and operated, is not dominant in the type of business it conducts, and which employs fewer than 100 full-time employees or which had gross receipts of less than \$4 million dollars in its last fiscal year. By signing the quote in response to this solicitation, an offeror certifies its small business status, which is a small business as defined in this solicitation document.

**Evaluation**

In accordance with the Arizona Procurement Code 41-2535, procurements not exceeding an aggregate amount of fifty thousand dollars, awards shall be made to the most responsive and responsible bidder submitting the quotation that is most advantageous to the state and conforms to the solicitation.

**Contract Award**

Number or Types of Awards Where applicable, the State reserves the right to make multiple awards or to award a Contract by individual line items or alternatives, by group of line items, or alternatives, or to make an aggregate award, whichever is deemed most advantageous to the State. If the Procurement Officer determines that an aggregate award to one Offeror is not in the State's best interest, "all or none" offers shall be rejected.

Prompt Payment Discount Prompt payment discounts of thirty (30) days or more set forth in an Offer shall be deducted from the Offer for the purposes of evaluating that price.


**Term of Contract (Three Years)**

The term of the resultant contract shall be for three years from the date of award and shall remain in effect unless terminated, canceled, or extended as otherwise provided herein or the aggregate of payments under this contract exceeds \$50,000.000.

**Contract Type (Term)**

Fixed price, indefinite quantity.

**Deviations to Printing Requirements**

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A customer agency contact has been designated in order to provide information regarding copy, artwork, samples, etc. It is the responsibility of the Contractor to contact the solicitation contact person listed on the first page of the solicitation to verify any requirements prior to the submission of a bid. However, any deviation from the specifications or contract terms that may affect the bid price must be approved by the ASRS Contract Manager. Failure to obtain approval from the Contract Manager for the alteration of any portion of the bid or resultant Contract may be cause for bid rejection or Contract cancellation.

**Changes to the Contract**

The Contractor understands and agrees that the needs of the ASRS may change during the life of this contract and that the ASRS may propose changes to any part of this contract with a commensurate, fair and equitable adjustment in price. Any such changes shall be made in accordance with the Amendments clause of this contract.

**Equitable Adjustments**

If the Contractor fails to perform satisfactorily under this contract, including, but not limited to untimely delivery, mistakes in printing, or any other requirement under the specifications and terms and conditions of this contract, the ASRS may, at its sole discretion, request the Contractor to make an equitable adjustment in the payment for that specific printing. Such request for an equitable adjustment may be made in addition to any other remedies provided for under this contract.

**Offshore Performance of Work Prohibited**

Due to security and identity protection concerns, all services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers.


**Contract Cancellation (Immediate)**

This contract is critical to the State of Arizona and the state reserves the right to immediately cancel the whole or any part of this contract due to failure of the contractor to carry out any material obligation, term or condition of the contract. The state shall issue a written notice of default effective at once and not deferred by any interval of time. Default shall be for acting or failing to act on in any of the following:

1. The contractor provides material that does not meet the specifications of the contract;
2. The contractor fails to adequately perform the services set forth in the specifications of the contract;
3. The contractor fails to complete the work required or furnish the materials required within the time stipulated in the contract;
4. The contractor fails to make progress in the performance of the contract and/or gives the state reason to believe that the contractor will not or cannot perform to the requirements of the contract.

The state may resort to any single or combination of the following remedies:

- A. Cancel any contract;
- B. Reserve all rights or claims to damage for breach of any covenants of the contract;
- C. Perform any test or analysis on materials for compliance with the specifications of the contract. If the result of any test confirms a material non-compliance with the specifications, any reasonable expense of testing shall be borne by the contractor;

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- D. In case of default, the state reserves the right to purchase materials or to complete the required work in accordance with the Arizona Procurement Code. The state may recover reasonable excess costs from the contractor by:
1. Deduction from an unpaid balance;
  2. Collection against the bid and/or performance bond; or
  3. Any combination of the above or any other remedies as provided by law.

### Proofs

Contractor shall prepare bluelines or proofs according to the ASRS' instructions and return a full set to the ASRS of bluelines or proofs within fourteen (14) calendar days of receipt of instructions/artwork.

### Shipping F.O.B. Destination/Installation

Prices shall be F.O.B. destination/installation to the delivery location designated herein. Contractor shall retain title and control of all goods until they are delivered and installation has been completed. All risk of transportation and all related charges shall be the responsibility of the contractor. All claims for visible or concealed damage shall be filed by the contractor. The state will notify the contractor promptly of any damaged goods and shall assist the contractor in arranging for inspection.

### Delivery (Specified)

Complete delivery of Comprehensive Annual Financial Reports shall be made within fifteen (15) calendar days after final approval of blueline or proofs. Pick-up and delivery trucks must have a vertical clearance of less than 12 feet and horizontal clearance of 27 feet to enter the loading dock. The building is closed to deliveries during the hours of 7:30a.m. to 8:30 a.m., 11:30 a.m. to 1:00 p.m., and 4:30 p.m. to 5:30 p.m. Delivery shall be completed by no later than December 1, 2004, and during regular building delivery hours, unless the ASRS directs the contractor to the contrary. Twenty Four hour notice prior to delivery must be provided to the contract manager, so that security clearance can be authorized.

### Printing Over-Runs/Under-Runs

Over-runs or under-runs can be accepted or not accepted at the sole discretion of the ASRS.

### Press Checks

The Contractor shall include in its bid all reasonable travel expenses for one ASRS representative to visit the Contractor's plant before the printing of each edition of the Comprehensive Annual Financial Report. The Contractor shall contact the ASRS representative at least 72 hours prior to the time that the first printing is to be started. The purpose of the press check is to permit the ASRS representatives to inspect the first copies off the press or printer to ensure the printing conforms to the contract specifications and to industry standards. While the ASRS representative is at the plant, the Contractor shall allow him/her to inspect any and all processes and facilities pertaining to printing of the Comprehensive Annual Financial Report. The ASRS may waive its right to conduct press checks at any time without a change in contract price.

### Documentation


Bidder shall submit any applicable licenses and certifications.

### General Information

The Contractor may not make any changes to the specifications, delivery schedule, or price without prior written approval by the ASRS.

### Insurance

The State requires a complete and valid Certificate of Insurance prior to the commencement of any service or activity specified in this solicitation. The State will notify the successful contractor(s) of the intent to issue a contract award. The

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coverages shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.

**Safety Standards**

All items supplied on this contract must comply with the current applicable occupational safety and health standards of the State of Arizona Industrial Commission, The National Electric Code, and The National Fire Protection Association Standards.

**Eligible Agencies (Listed)**

Any contract resulting from this solicitation shall be for the exclusive use of the Arizona State Retirement System.


**Uniform Terms and Conditions, Uniform Instructions to Offerors**

The contractor shall be subject to the Arizona State Procurement Office’s (SPO) Uniform Terms and Conditions, Uniform Instructions to Offerors currently in force and effect. Both documents may be found at the SPO website, <http://sporas.ad.state.az.us/PoliciesDocuments/index.htm>. Said terms, conditions, and instructions are hereby incorporated by reference as though set forth in full herein and shall supercede any contract or other form of agreement supplied by offeror.

**Warranty (Exclusive Statement)**


If applicable, all materials and/or equipment supplied under this specification shall be fully guaranteed by the contractor for a minimum period to be indicated on the price sheet by bidder, and as accepted by the ASRS. Any defects of design, workmanship, or materials, shall be fully corrected by the contractor (including parts and labor) without cost to the State.



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## COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) PRINTING

<b>QUANTITY:</b>	500
<b>FOLDS:</b>	NONE
<b>FINISHED BOOK SIZE:</b>	8.5" x 11"
<b>NUMBER OF PAGES:</b>	APPROXIMATELY 120 PRINTED ON BOTH SIDES
<b>NUMBER OF SHEETS:</b>	APPROXIMATELY 60 SHEETS
<b>COVER STOCK:</b>	PACSETTER (NAME BRAND OR EQUAL) .012 CAST COATED COVER, WHITE
<b>COVER PRINT:</b>	4 COLOR PROCESS (4/4)
<b>TAB DIVIDERS:</b>	SPRINGHILL INTERNATIONAL PAPER (BRAND NAME OR EQUAL), 5 TAB SECTION DIVIDERS, 150 LB. WHITE.
<b>TAB DIVIDER PRINT:</b>	4-COLOR PROCESS ON PAGE AND TAB
<b>PAPER STOCK:</b>	BOISE CASCADE (BRAND NAME OR EQUAL) 25% COTTON BUSINESS STATIONERY, WHITE LINEN 24 LB.
<b>INSIDE PRINT COLOR:</b>	4 COLOR PROCESS (4/4)
<b>PREP:</b>	<ul style="list-style-type: none"> <li>* CAMERA READY AND ON DISK – Pagemaker 6.5</li> <li>* PRINT ON BOTH SIDES, UNLESS OTHERWISE INDICATED</li> <li>* NO BLEEDS</li> <li>* SCREENS WITH GRAPHS AND CHARTS – approximately 50% of pages</li> <li>* NO HALFTONES</li> </ul>
<b>BINDING:</b>	SPIRAL BOUND WITH BLACK SPIRAL
<b>SAMPLES:</b>	REQUIRED TO PROVIDE SAMPLES AND TO RECEIVE APPROVAL OF PAPER, TABS, COVER STOCK, AND SPIRALS – <b><u>PRIOR</u></b> – TO PRINTING
<b>PROOF:</b>	BLUELINE PROOF TO BE DELIVERED TO ASRS WITHIN 14 DAYS OF RECEIVING ARTWORK.
<b>PACKAGING:</b>	BOX
<b>DELIVERY DATE:</b>	<b>DELIVERY SHALL BE COMPLETED WITHIN FIFTEEN DAYS AFTER APPROVAL OF BLUELINE OR PROOF. THE ASRS TENTATIVE SCHEDULE IS TO HAVE ALL OF THE COMPREHENSIVE ANNUAL FINANCIAL REPORTS DELIVERED BY DECEMBER 1.</b> ALL DELIVERIES NEED TO BE RECEIVED DURING REGULAR BUILDING HOURS AS LISTED WITHIN THIS SOLICITATION. ARTWORK WILL BE PROVIDED IN EARLY NOVEMBER. <u>PROVIDE ON YOUR QUOTE THE MAXIMUM AMOUNT OF DAYS IT WILL TAKE TO COMPLETE AND DELIVER MATERIALS ONCE BLUELINE/PROOFS HAVE BEEN APPROVED.</u>
<b>DELIVERY LOCATION:</b>	David Cannella Arizona State Retirement System 3300 North Central Ave, Suite 500 Phoenix, AZ 85012
<b>CONTRACT CONTACT:</b>	SHIREEN BOONE
<b>EMAIL:</b>	<a href="mailto:ShireenB@asrs.state.az.us">ShireenB@asrs.state.az.us</a>
<b>FAX NO.:</b>	602-240-2102

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**REMARKS:** TOTAL QUOTE MUST INCLUDE SHIPPING, BUT EXCLUDE TAX.

# **End of Contract RT05-002 Document**